



**HOTEL JEN HONG KONG ROOM RESERVATION FORM (HAG150418)**

**Hague Conference on Private International Law  
15-22 April 2018**

Booking Deadline  
06 April 2018

**PERSONAL PARTICULARS**

Guest Name Ms./Mrs./Mr. (Surname) \_\_\_\_\_ (First Name) \_\_\_\_\_  
(Share Name if any) \_\_\_\_\_  
Telephone No. \_\_\_\_\_ Email \_\_\_\_\_  
Arrival Date \_\_\_\_\_ Flight No. / ETA \_\_\_\_\_  
Departure Date \_\_\_\_\_ Flight No. / ETD \_\_\_\_\_  
No. of Rooms \_\_\_\_\_ No. of Persons \_\_\_\_\_

**ACCOMMODATION AT HOTEL JEN HONG KONG**

We encourage early registration as guest rooms are limited. All reservation is subject to hotel's final confirmation.

Room Type	Room Rate (per room per night)	Privileges
<b>Superior Room</b>	<input type="checkbox"/> HK\$1,200.00 (Room only) <input type="checkbox"/> HK\$1,310.00 with one daily buffet breakfast <input type="checkbox"/> HK\$1,420.00 with two daily buffet breakfasts	<ul style="list-style-type: none"><li>Welcome amenity upon arrival</li><li>Complimentary in-room wired internet and Wi-Fi access</li><li>Complimentary local calls</li><li>Complimentary access to fitness centre and swimming pool</li><li>Complimentary shuttle bus to/from Hotel and <b>Hong Kong Station / IFC Mall/ HK Disneyland/ Ocean Park/ Peak Tram Station</b> (subject to availability)</li></ul>
<b>Club Room</b>	<input type="checkbox"/> HK\$1,600.00 (single or double occupancy) <input type="checkbox"/> HK\$1,700.00 (single or double occupancy)	<ul style="list-style-type: none"><li>+ Daily breakfast and evening cocktails served with hors d'oeuvres at Club Lounge</li><li>+ Complimentary coffee, juices and soft drinks at Club Lounge</li><li>+ Exclusive check-in and check-out at Club Lounge on Level 28</li><li>+ Check-out as late as 15:00 (subject to availability)</li><li>+ Complimentary use of private meeting room for 2 hours per day (subject to availability)</li><li>+ Complimentary pressing service of one suit upon guest arrival</li></ul>
<b>Add-On Items</b>	Once booking is confirmed, unused portions of add-on items are non-transferable and non-refundable.	
<input type="checkbox"/> <b>Hotel Limousine (4-seater)</b>	<b>HK\$320.00 per car per trip</b> (Between hotel and Hong Kong Airport) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure	
<input type="checkbox"/> <b>Hotel Limousine (6-seater)</b>	<b>HK\$360.00 per car per trip</b> (Between hotel and Hong Kong Airport) <input type="checkbox"/> Arrival <input type="checkbox"/> Departure	
HKD \$200 surcharge will be applied per car per trip between 00:00 and 06:00. Booking must be guaranteed by credit card, full charge will be applied in the event of no show or cancellation notice given less than 24 hours prior to arrival.		
<b>Special Request</b>	(Subject to hotel's availability)	
<input type="checkbox"/> <b>Queen Bed</b>	<input type="checkbox"/> <b>Twin Bed</b>	<input type="checkbox"/> <b>Others (Please specify)</b>

**GUARANTEED RESERVATION & CANCELLATION POLICY**

- Above room rates are subject to ten percent (10%) service charge and prevailing government taxes if applicable.
- Advance reservation is required and room rate will be quoted according to hotel's availability at the time of booking.
- In order to confirm the room reservations, credit card details (card numbers and expiry dates) are required upon submission of the reservation form. First night room charges will be debited from the given credit card(s) upon confirmation of reservation.
- Any cancellation or amendment of stay made less than 7 days prior to arrival date or no show will be subject to a penalty equals to the entire stay period and will be applied to provided credit card.
- Please submit this form by email or fax to the Hotel Jen Hong Kong by contact details as below. Confirmation letter will be provided by the hotel once the booking is confirmed.

**Credit Card Information**  Visa  Master  AMEX  Diners  JCB  
Credit Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_  
Cardholder's Name \_\_\_\_\_  
Cardholder's Signature \_\_\_\_\_

**Hotel Jen Hong Kong**  
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